

# NATIONAL INCIDENT MANAGEMENT SYSTEM

## INCIDENT COMMAND SYSTEM POSITION MANUAL

AGENCY REPRESENTATIVE  
ICS-220-5

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This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE.

Additional information and documentation can be obtained from the following sources:

OES - FIRESCOPE - OCC  
Document Control  
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## CHECKLIST

CHECKLIST USE: The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

### AGENCY REPRESENTATIVE'S CHECKLIST:

- a. Check in at the Incident Command Post. Complete Check-In List (ICS Form 211). Ensure that all agency resources have completed Check-in.
- b. Assess the incident and organization for agency concerns.
- c. Obtain initial briefing from Liaison Officer or Incident Commander.
- d. Establish working location. Advise agency personnel on the incident that the Agency Representative position has been filled.
- e. Attend planning meetings as required.
- f. Provide input on use of agency resources if no resource Technical Specialists are assigned.
- g. Cooperate fully with Incident Commander and General Staff on agency's involvement at the incident.
- h. Oversee the well-being and safety of agency personnel assigned to incident, and coordinate safety recommendations with the Safety Officer.
- i. Advise Liaison Officer of any special agency needs or requirements.
- j. Determine if any special reports or documents are required.
- k. Report to agency dispatch or headquarters on prearranged schedule.
- l. Ensure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
- m. Ensure that all required agency forms, reports, and documents are complete prior to your departure from the incident.
- n. Have debriefing session with Liaison Officer/ Incident Commander prior to departure.
- o. Maintain Unit/Activity Log (ICS Form 214).

## ORGANIZATION AND PROCEDURES

ORGANIZATION: The Agency Representative is an individual assigned to an incident from assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the Incident Commander. There will be only one (1) Agency Representative from each agency assigned to the incident.

MAJOR RESPONSIBILITIES AND PROCEDURES: The major responsibilities of the Agency Representative are stated below. Following each responsibility are procedures for implementing the activity:

- a. Check in at the Incident Command Post. Complete Check-In List (ICS Form 211). Ensure that all agency resources have completed Check-In.

b. Assess the incident and organization for agency concerns:

1. Incident Situation
2. Resources
3. Organization

c. Obtain initial briefing from Liaison Officer or Incident Commander:

1. Take notes of the briefing for reference at later planning meetings and to use when you brief your agency personnel.
2. This briefing may be your most critical time on the entire incident as it sets the tone for conducting business throughout the incident.
3. Assess how your agency needs are being met and what may be needed.

d. Establish working location. Advise agency personnel on the incident that the Agency Representative position has been filled:

1. Set up work location, usually near command post.
2. Obtain phone, if necessary, to communicate to your agency.
3. Notify your agency and agency personnel at the incident that your position is functional, the location and the contact method.

e. Attend planning meetings as required:

1. Attend planning meetings and/or briefing as requested or required by Liaison Officer or Incident Commander.

f. Provide input on use of agency resources if no resource Technical Specialists are assigned:

Ensure assisting agency resources are checked in at the incident. Cooperating agency resources do not have to check in at incident.

1. Sleeping procedures
2. Feeding procedures
3. Operational periods vs. agency duty hours
4. Supply procedures
5. Security arrangements
6. Safety concerns
7. Rest requirements
8. Work/driving requirements
9. Medical needs
10. Agency restrictions
11. Specialist equipment
12. Relief procedures
13. Transportation from site to site
14. Parts availability and maintenance and repairs of equipment

g. Cooperate fully with Incident Commander and General Staff on agency's involvement at the incident:

1. Attend briefings.
2. Attend Planning Meetings.
3. Make yourself known and available.
4. Communicate agency specific needs.
5. Monitor your resources and make sure they are fulfilling their obligations.
6. Coordinate with other Section Chiefs and functions on the incident concerning your resources.
7. Fiscal matters

h. Oversee the well-being and safety of agency personnel assigned to incident:

1. Know your agency policies and procedures related to personnel, workday, overtime, hazard, leave, injuries, and any bargaining agreements.
2. Prepare an Agency Representative Kit containing agency specific materials, forms, and maps (i.e., time slips, pre-addressed envelopes, accident and injury reports, telephone lists).
3. Provide finance assistance to your agency resources based on potential needs, (i.e., purchase order, credit card, and cash).
4. Obtain briefing from your agency personnel on their current situation including safety and welfare issues.

i. Advise Liaison Officer of pertinent agency policies and procedures that may impact incident operations:

1. Establish continuous two-way open communications with Liaison Officer (when assigned) or Incident Commander.
2. Advise Command and General Staff of your agency responsibilities, special needs or requirements and any objectives you may have for this incident.
3. Arrange ordering process for agency specific requirements including fiscal arrangements.

j. Determine if any special reports or documents are required:

1. Incident required reports
2. Agency required reports

k. Report to agency dispatch or headquarters on prearranged schedule:

1. Identify contact points, radio frequency numbers, telephone numbers, fax numbers, etc.
2. Confirm times for contact.
3. Identify whom to contact.
4. Identify any assistants assigned to you.
5. Determine type of information required.

- l. Ensure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
  
- m. Ensure that all required agency forms, reports, and documents are complete prior to your departure from the incident:
  - 1. Ensure that appropriate agency personnel time records and equipment logs are current and up-to-date.
  - 2. Ensure that appropriate agency injury/incident forms are completed and that any treatment received has been documented by agency standards.
  - 3. Complete Unit/Activity Log (ICS Form 214) in duplicate to provide one copy of chronological events on the incident to the agency.
  - 4. Ensure that all incident property records have been cleared with the Supply Unit prior to departing the incident.
  
- n. Have debriefing session with Liaison Officer/ Incident Commander prior to departure:
  - 1. Ensure that any poor or outstanding performance matters have been properly documented and the follow-up that is needed has been agreed to.
  - 2. Determine if all incident needs have been met by your agency and, if not, what changes are recommended.
  - 3. Share any agency concerns with the Incident Commander to improve subsequent use.
  
- o. Maintain Unit/Activity Log (ICS Form 214):
  - 1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214).
  - 2. Transmit required or requested records and reports to Documentation Unit at the end of each operational period.
  - 3. Transmit required reports back to your agency as directed.